

C O P Y

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170064-1
~~CONFIDENTIAL~~ (Filled In)

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Operations and Liaison Branch, FD

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

1 April 1962

14 April 1962

11

2

15 April 1962

28 April 1962

80

10

29 April 1962

12 May 1962

80

10

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of the accountings on hand to be audited.

~~DOC 52 REV DATE 11/03/80 BY 018995
ORIG COMP 38 CFI 8 TYPE 05
ORIG CLASS 5 PAGES 1 REV CLASS C
JUST 27 NEXT REV 2010 AUTH: 70-2~~

DATE

17 April 1962

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Chief, O & L Branch, FD

CONCURRENCE (if applicable)

TYPED NAME

DATE CONCURRED

DATE AUTHORIZED

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